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DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

MEMORANDUM

TO: Stakeholders

FROM: Emory Rodgers, Deputy Director
Division of Building and Fire Regulation

DATE: August 1, 2012

SUBJECT: 2012 Regulatory Cycle Guidelines

1. DHCD workgroup meetings are open to the public. Hundreds of stakeholders are already identified and on email lists. Meeting schedules are posted on the DHCD web-site.
2. Meeting agendas are posted on the DHCD web-site approximately a month before each meeting. There is also a list of issues and meeting dates that is also posted.
3. Summaries of each meeting is prepared, posted on the web-site and sent to attendees and other known interested parties.
4. Meeting purpose is to facilitate the Board of Housing and Community Development's (BHCD) Codes and Standards Committee (CSC) to make recommendations to the full BHCD on proposed and final regulations; to gain consensus on the vast majority of submitted regulatory and technical code changes; and, to ensure there is a proper vetting of all changes in a transparent and inclusive manner.
5. The Fire Services Board (FSB) and the BHCD jointly consider State Fire Prevention Code (SFPC) code changes for the proposed and final regulations. The DHCD workgroups will also consider any SFPC code changes submitted. There is also a FSB Code Committee that will consider SFPC code changes and other regulatory code changes such as the USBC.
6. Staff will designate consensus or non-consensus for each submitted code change that will then be put into a compilation report to the BHCD's CSC. Consensus is not unanimity, but a majority support among stakeholders participating. The BHCD can move consensus items into the non-consensus based on their own determination or requests by stakeholders. Consensus code changes are voted by the BHCD in blocks for approval or denial and non-consensus code changes are heard separately and then approved or denied.
7. Sub-groups may be formed for specific unique or complex issues such as rainwater, energy, wall bracing, existing buildings, I-occupancies and other similar subjects.

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